

HHSAS HRMS Gap Analysis

<i>Req No</i>	<i>Seq No</i>	<i>Functional Area</i>	<i>Functional Task</i>	<i>Requirement Text</i>	<i>Fit/Gap</i>	<i>Gap Category</i>	<i>Related Req-Seq</i>	
AT05	017	Position Control	Budget	Appropriation Year	Gap	Eliminated		
AT05	018	Position Control	Budget	Capture and maintain the following information associated with a job posting: Method of Finance	Gap	Workaround		
AT05	022	Position Control	Budget	Appropriation Number	Gap	Eliminated		
AT05	043	Applicant Tracking	Job Posting	System should capture and maintain the following information associated with a job posting: "Budget for posting"	Gap	Workaround		
AT05	052	Applicant Tracking	HR Translate	System should capture and maintain the following information associated with a job posting: "Reason for withdrawal."	Gap	Modification		
AT06	001	Applicant Tracking	Paperless Application	Capture and maintain the following applicant information:	Modified Gap	Eliminated	AT06	056
AT06	005	Applicant Tracking	HR Translate	System should capture and maintain the following applicant information: Application status (declined, withdrawn, interviewed, not interviewed)	Gap	Modification		
AT06	018	Applicant Tracking	Paperless Application	Disclosure of felony conviction(s) (Y/N)	Modified Gap	Eliminated	AT06	001
AT06	019	Applicant Tracking	Paperless Application	Description of felony conviction (dates and nature of offense, name and location of court, disposition of case)	Modified Gap	Eliminated	AT06	001
AT06	026	Applicant Tracking	Paperless Application	Dates attended	Modified Gap	Eliminated	AT06	001
AT06	027	Applicant Tracking	Paperless Application	Semester/clock hours completed	Modified Gap	Eliminated	AT06	001
AT06	030	Applicant Tracking	Paperless Application	Type of degree	Modified Gap	Eliminated	AT06	001
AT06	048	Applicant Tracking	Paperless Application	Ever retired from Texas state government?	Modified Gap	Eliminated	AT06	001
AT06	049	Applicant Tracking	Paperless Application	Any relatives working for this agency?	Modified Gap	Eliminated	AT06	001
AT06	050	Applicant Tracking	Paperless Application	Name(s)	Modified Gap	Eliminated	AT06	001
AT06	051	Applicant Tracking	Paperless Application	Relationship(s)	Modified Gap	Eliminated	AT06	001
AT06	052	Applicant Tracking	Paperless Application	City where employed	Modified Gap	Eliminated	AT06	001
AT06	056	Applicant Tracking	HR Translate	Capture and maintain the following applicant information: "Surviving spouse or orphan of veteran." [Y] [N]	Gap	Modification		
AT06	060	Applicant Tracking	Paperless Application	Employer address	Modified Gap	Eliminated	AT06	001
AT06	065	Applicant Tracking	Paperless Application	Type of position (technical, non-managerial, or supervisory/managerial)	Modified Gap	Eliminated	AT06	001
AT06	066	Applicant Tracking	Paperless Application	Immediate supervisor name	Modified Gap	Eliminated	AT06	001
AT06	067	Applicant Tracking	Paperless Application	Immediate supervisor title	Modified Gap	Eliminated	AT06	001
AT06	068	Applicant Tracking	Paperless Application	Immediate supervisor telephone number	Modified Gap	Eliminated	AT06	001
AT06	069	Applicant Tracking	Paperless Application	If supervisor, number of employees supervised	Modified Gap	Eliminated	AT06	001
AT06	070	Applicant Tracking	Paperless Application	Type of employment (full-time, part-time, summer, temporary/project)	Modified Gap	Eliminated	AT06	001
AT06	071	Applicant Tracking	Paperless Application	Average number of hours worked per week	Modified Gap	Eliminated	AT06	001

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AT06	073	Applicant Tracking	Paperless Application	Reason for leaving	Modified Gap	Eliminated	AT06 001
AT06	084	Applicant Tracking	HR Translate	Capture and maintain the following applicant information: "Reference source code." (Drop-down box with common sources. "Other" selection requires entry of specific source)	Gap	Modification	
AT06	098	Applicant Tracking	Not Catgorized	Willingness to Telecommute?(Y/N)	Modified Gap	Modification	PM07 054
AT06	099	Applicant Tracking	Paperless Application	System should have the ability to track the number of hours an applicant has in a specific course (ex: computer science , accounting, etc.)	Modified Gap	Eliminated	AT06 001
AT06	101	Applicant Tracking	Not Catgorized	Selective service indicator	Modified Gap	Modification	PM09 007
AT08	003	Applicant Tracking	Workflow	System should provide an "edit" to prompt Human Resources to update the agency's internet jobs page, the Governor's Job Bank and any other recruitment sites used when a vacant position is initially posted, extended or closed.	Gap	Eliminated	
AT09	000	Applicant Tracking	Paperless Application	Provide ability for applicants to establish and maintain multiple electronic job applications through the use of an industry-standard web browser, to direct an application to different job postings, and to check the status of an application.	Gap	Eliminated	
AT10	000	Applicant Tracking	Paperless Application	Provide ability to scan hard-copy job applications.	Gap	Eliminated	
AT11	000	Applicant Tracking	Paperless Application	Allow for attaching documents created using industry-standard office suite applications to electronic job applications.	Gap	Eliminated	
AT17	000	Applicant Tracking	Workflow	Provide ability to optionally distribute job postings through the Agency's electronic mail system.	Gap	Eliminated	
AT31	000	Applicant Tracking	Not Catgorized	Provide ability to track applicants Selective Service registration.	Modified Gap	Modification	PM09 007
AT39	000	Applicant Tracking	Workflow	The system shall allow for the entry of a "request to fill" initiated by ar authorized selecting authority.	Gap	Eliminated	
AT42	000	Applicant Tracking	Job Posting	The system shall provide the capability to fill multiple positions with a single job posting notice.	Gap	Workaround	
AT45	000	Applicant Tracking	Job Posting	The system shall provide the capability of easily electronically redirecting one or more applicants for one job posting to a different job posting.	Gap	Workaround	
BA01	008	Base Benefits	457	TexaSaver 457 account (not currently tracked in IEBS)	Gap	Modification	
BA01	200	Base Benefits	SKIP	SKIP should be included as a part of insurance.	Gap	Modification	
BA01	211	Time, Labor, & Leave A	Leave Accruals	Worker's Compensation	Modified Gap	Modification	TL26.1 001
BA03	001	Payroll Administration	SPRS processing	Provide for the following financial processes associated with group benefits administration:	Gap	Eliminated	
BA03	002	Payroll Administration	SPRS processing	Preparation of journal voucher for monthly estimate of retirement matching paid from agency funds.	Modified Gap	Eliminated	PA68 000
BA03	003	Payroll Administration	SPRS processing	Preparation of journal voucher for retirement matching for any service purchase contributions (retirement buybacks) made by agency employees	Modified Gap	Eliminated	PA68 000
BA03	004	Payroll Administration	SPRS processing	Preparation of journal voucher for monthly estimate of employee insurance premiums and SKIP paid from agency funds.	Modified Gap	Eliminated	PA68 000

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BA04	003	Base Benefits	457	Edit for maximum annual deferral for individual 401(k) and 457 programs	Modified Gap	Modification	BA01	008
BA04	004	Base Benefits	457	Edit for maximum annual deferral when participating in both plans	Modified Gap	Modification	BA01	008
BA04	005	Base Benefits	457	Edit to enforce catch-up provision (when applicable) - 457 and 403(b)	Modified Gap	Modification	BA01	008
BA04	008	Base Benefits	457	Record of hardship withdrawal information	Modified Gap	Modification	BA01	008
BA18	000	Base Benefits	457	Support "integrated benefits" for retired ERS state employees returning to work in another State job when the retiree participates in the defined benefits plan or has disability retirement. Ensure that deductions are not taken for retirement or insurance; however, rehired retiree may participate in the 401(k), 403(b) and 457 deferred compensation programs and the Texas Protects optional whole life insurance program and the TexFlex Health Care Reimbursement Accounts (HCRA) and the TexFlex Dependant Care Reimbursement Accounts (DCRA).	Modified Gap	Modification	BA01	008
BA21	000	Base Benefits	Annual Base Benefit R	Provide an annual fiscal year-end rollover of coverage with new premiums, state contributions, and new insurance salaries.	Modified Gap	Modification	PA234	000
BA22	000	Payroll Administration	Period End Processing	BA22 000: Provide for an annual calendar year-end rollover of 401(k), 403(b) and 457 deferred compensation plans.	Gap	Workaround	BA01	008
BA24	236	Base Benefits	SKIP	All group insurance coverage and premiums. Including employee share, state share and skip.	Modified Gap	Modification	BA01	200
BA25	241	Base Benefits	457	System should provide ability to establish and maintain any and all insurance, premium conversion, TexFlex and TexaSaver edits required to provide accurate and timely payroll deductions.	Modified Gap	Modification	BA01	008
BA26	001	Base Benefits	Medicare Date	For kidney transplant candidates, need ability to track the employee's transition from "normal" health insurance to Medicare; set up a one year time limit "tickler" (so that we can begin the transitional paperwork to get the employee back onto his/her former insurance coverage prior to the expiration of his/her one year of Medicare coverage); track the Medicare insurance information (to assist the employee with billing inquiries, etc.); and maintain this information in history for an unspecified time.	Gap	Workaround		
ER05	000	Employee Relations	Grievance	Support the entry and monitoring of complaints to ensure employees receive fair and equitable treatment. Provide ability to maintain an unlimited number of complaints for each employee record (including complaint filing date and description of circumstances) and establish/maintain steps in the complaint process, effective dates, and comments associated with each complaint, also capture name of employee filing grievance and name of employee that grievance is filed against.	Gap	Modification		
ER05	200	Employee Relations	Grievance	This requirement should track both internal and external complaints separate from the grievance panels. PeopleSoft has Grievance pages in Manage Labor Relations for tracking grievances filed by employees and applicants. The majority of the HHSC agencies allow employees to file both grievances and complaints – with a clear distinction as to what personnel actions meet the criteria for the complaint or grievance process.	Gap	Modification		

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ER09	245	Employee Relations	Grievance	Checkbox for "possible subrogation"	Gap	Workaround		
ER11	000	Employee Relations	HR Reports	Provide ability to complete and transmit required Texas Workers' Compensation Commission forms to the State Office of Risk Management through "fax on demand" function.	Gap	Eliminated		
ER13	001	Employee Relations	Exit Interview	Provide ability to capture and maintain exit interview information as follows:	Gap	Eliminated		
ER13	012	Employee Relations	Exit Interview	Resignation letter received from program (if applicable)? Y/N	Modified Gap	Eliminated	ER13	001
ER13	015	Employee Relations	Exit Interview	Transferring to another state agency? Agency?	Modified Gap	Eliminated	ER13	001
ER14	001	Employee Relations	Exit Interview	Capture exit interview evaluation ratings as follows:	Modified Gap	Eliminated	ER13	001
ER14	002	Employee Relations	Exit Interview	Communications received from supervisor	Modified Gap	Eliminated	ER13	001
ER14	003	Employee Relations	Exit Interview	Communications with supervisor	Modified Gap	Eliminated	ER13	001
ER14	004	Employee Relations	Exit Interview	Supervisor ratings (list criteria to be rated)	Modified Gap	Eliminated	ER13	001
ER14	005	Employee Relations	Exit Interview	Were your education, skills, and abilities recognized and utilized?	Modified Gap	Eliminated	ER13	001
ER14	006	Employee Relations	Exit Interview	Were you satisfied with the opportunities for advancement?	Modified Gap	Eliminated	ER13	001
ER14	007	Employee Relations	Exit Interview	Do you believe that, after being hired, you received proper training/instructions for your position?	Modified Gap	Eliminated	ER13	001
ER14	008	Employee Relations	Exit Interview	What were problem areas in your training program (list common problems)?	Modified Gap	Eliminated	ER13	001
ER14	009	Employee Relations	Exit Interview	Do you feel that you received a competitive salary for job duties you performed?	Modified Gap	Eliminated	ER13	001
ER14	010	Employee Relations	Exit Interview	Do you consider your fringe benefits satisfactory?	Modified Gap	Eliminated	ER13	001
ER14	011	Employee Relations	Exit Interview	What did you like most about your job (list choices)?	Modified Gap	Eliminated	ER13	001
ER14	012	Employee Relations	Exit Interview	What did you least like about your job (list choices)?	Modified Gap	Eliminated	ER13	001
ER14	013	Employee Relations	Exit Interview	Suggestions for improving workplace	Modified Gap	Eliminated	ER13	001
ER14	271	Employee Relations	Exit Interview	Add "but not limited to:" to end of sentence.	Modified Gap	Eliminated	ER13	001
ER14	272	Employee Relations	Exit Interview	Include SB799 Requirements.	Modified Gap	Eliminated	ER13	001
ER96	200	Employee Relations	Performance Review	The system should include Review Types of: 5-Month, Annual, and Special.	Modified Gap	Workaround	PM07	120
ER99	275	Personnel Management	TL/PR Integration	System must error when an employee is on Workers' Compensation and chooses Election I to prohibit a warrant process if leave has been exhausted and system does not show entry of the LWOP form. System would error when an entry attempt is made for leave earning for an employee who is on Workers' Compensation. Finally, system should easily identify employees on Workers' Compensation by illustrating a different background color on the screen.	Modified Gap	Modification	PM07	054
ET01	000	Training	Trng Courses	Provide ability to establish mandatory training that all agency employees are required to attend (ethics, sexual harassment, cultural diversity, and job safety).	Modified Gap	Modification	ET05	234
ET01	201	Training	Trng Courses	System must support the assignment and measurement of variable recurring training requirements.	Modified Gap	Modification	ET05	234

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ET01	203	Training	Trng Group Enrollment	System must allow assignment of subsets of employees to recurring training requirements.	Gap	Modification		
ET03	006	Training	Trng Group Enrollment	Ability to establish eligibility requirements for course attendance (job class, salary group, program area)	Gap	Workaround		
ET03	009	Training	Budget	Ability to track training costs at course level (budgeted vs. actual amount spent; roll-up of individual class cost data)	Gap	Workaround		
ET03	227	Training	Trng Courses	<p>Allow ability to associate multiple types and credit hour values of Professional Continuing Education for courses.</p> <p>Add columns to course table so that a professional completing the course may receive the documentation he/she needs to apply training to licensing or certification standards for his/her professional discipline.</p> <p>Allow ability to associate multiple types and credit hour values for Professional Continuing Education to each course.</p>	Gap	Modification		
ET04	003	Training	Trng Courses	Ability to add class notes	Gap	Modification		
ET04	004	Training	Budget	Ability to register prospective participants for specific training classes and pre-encumber funds upon successful registration	Gap	Eliminated		
ET04	005	Training	HR Reports	Ability to capture anonymous class evaluation feedback through web-enabled evaluation surveys or other means and determine the timeframe after training to which evaluation will be requested (complete evaluation immediately after class versus one year after class)	Gap	Workaround		
ET04	007	Training	Budget	Ability to track training costs at class level (budgeted vs. actual amount spent; roll-up to course cost data)	Modified Gap	Workaround	ET03	009
ET04	228	Training	Trng Courses	System must create course and session records simultaneously.	Gap	Modification		
ET04	229	Training	Trng Courses	Ability to specify delivery method at the session level.	Gap	Modification		
ET04	233	Training	Trng Group Enrollment	<p>Enroll, or post with complete status, groups of employees to groups of sessions (Batching).</p> <p>Add pages and tables that allow user to enroll and post multiple participants as complete for multiple course sessions (example: new employee training) in an efficient manner. Users create templates of courses commonly taught in blocks, such as new employee orientation. As with vanilla PeopleSoft, users must create a session c each course. Unlike PeopleSoft vanilla, users enroll multiple participants in multiple course sessions on one page with one entry per participant, rather than having to open up a page for each session, and make two entries per participant (per session). Later, the end user selects "Post It" function to award attendance status of complete to each participant of each session, and close all sessions.</p>	Gap	Modification		
ET05	007	Training	Trng Competencies	Ability to Provide a "tickler" when a continuing professional education deadline is approaching	Gap	Workaround		

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ET05	234	Training	Trng Courses	ET05 234: Provide tickler when training due dates for sessions are approaching/past. ET01 000: Provide ability to establish mandatory training that all agency employees are required to attend (ethics, sexual harassment, cultural diversity, and job safety).	Gap	Modification		
ET05	236	Training	Trng Courses	Add values so that all possible employee statuses related to course may be reported. Add incomplete. no show. dropped. credit.	Gap	Modification		
ET08	001	Training	Trng Spec Accom	support automated scheduling of training classrooms, instructors, and special equipment required; and should track classroom usage, instructor usage and certifications, and special equipment usage.	Gap	Eliminated		
ET09	000	Training	Budget	ET09 000: Provide ability to track funding spent on training by employee and by position at any level of the organization. ET28 253: The system shall provide the information necessary to create a request for vendor payment. ET31 256: The system shall provide class participant billing, assessing all associated charges per participant, whether a charge back to DHS participants according to their DIV/PAC code or a bill to other agencies.	Gap	Workaround		
ET16	241	Training	Trng Materials	ET16 241: The system shall allow update of information for materials shipment to the training site. ET18 243: The system shall provide the ability to record the materials necessary for a course, maintain inventory levels, and indicate when levels are low for an upcoming class. In addition, the system should have the capability of generating a purchase order for the inventory/materials which need to be replaced. ET19 244: The system shall link the materials to the vendor provider. ET20 245: The system shall maintain all costs related to class materials and licenses to use vendor materials. ET21 246: The system shall provide the ability to record the receipt of materials. ET26 251: The system shall provide the ability to maintain information on training sites and all associated site cost, as well as material shipping sites.	Gap	Workaround		
ET18	243	Training	Trng Materials	The system shall provide the ability to record the materials necessary for a course, maintain inventory levels, and indicate when levels are low for an upcoming class. In addition, the system should have the capability of generating a purchase order for the inventory/materials which need to be replaced.	Modified Gap	Workaround	ET16	241
ET19	244	Training	Trng Materials	The system shall link the materials to the vendor provider.	Modified Gap	Workaround	ET16	241
ET20	245	Training	Trng Materials	The system shall maintain all costs related to class materials and licenses to use vendor materials.	Modified Gap	Workaround	ET16	241
ET21	246	Training	Trng Materials	The system shall provide the ability to record the receipt of materials.	Modified Gap	Workaround	ET16	241
ET26	251	Training	Trng Materials	The system shall provide the ability to maintain information on training sites and all associated site cost, as well as material shipping sites.	Modified Gap	Workaround	ET16	241

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ET28	253	Training	Budget	The system shall provide the information necessary to create a request for vendor payment.	Modified Gap	Workaround	ET09	000
ET31	256	Training	Budget	The system shall provide class participant billing, assessing all associated charges per participant, whether a charge back to DHS participants according to their DIV/PAC code or a bill to other agencies.	Modified Gap	Workaround	ET09	000
ET96	257	Training	Trng Spec Accom	Add as a separate data item, the ability to identify special accommodations required for participation in a training program (e.g., does employee need Braille, large print, computer disk, special lighting, assistive listening devices, sign language interpreters, etc.) Capturing accommodation needs in a separate data item (rather than including them in general "employee notes" field) would allow these needs to be specifically listed in a report generated by the system.	Gap	Workaround		
ET97	258	Training	Trng Courses	Add ability to provide a "tickler" when a legislatively imposed deadline is approaching (e.g., a requirement for refresher training on a topic such as EEO. etc.)	Modified Gap	Modification	ET05	234
ET99	260	Training	Not Catorgorized	System must provide for successful conversion of existing data in the agency's Registrar database to the new data fields.	Gap	Eliminated		
JC02	003	Job Classification Audit	Job Posting	Job descriptions under revision	Gap	Eliminated		
JC04	006	Job Classification Audit	Job Posting	Justification of steps above step 1	Gap	Eliminated		
JC04	007	Job Classification Audit	Audit	Any other peculiarities associated with the job audit	Modified Gap	Modification	JC05	001
JC05	001	Job Classification Audit	Audit	Provide ability to capture and maintain the following information associated with all job classification audits.	Gap	Modification		
JC05	002	Job Classification Audit	Audit Number	Audit tracking number	Modified Gap	Modification	JC05	001
JC05	003	Job Classification Audit	Audit	Date received in Bureau of Human Resources	Modified Gap	Modification	JC05	001
JC05	004	Job Classification Audit	Audit	Auditor	Modified Gap	Modification	JC05	001
JC05	005	Job Classification Audit	Audit	Required documents	Modified Gap	Eliminated	JC05	001
JC05	006	Job Classification Audit	Audit	Receipt date of each required document	Modified Gap	Eliminated	JC05	001
JC05	012	Position Control	Budget	Project	Gap	Eliminated		
JC05	013	Position Control	Planned Budgets	Recommended Budget:	Gap	Eliminated		
JC05	014	Position Control	Planned Budgets	Organization	Gap	Eliminated		
JC05	015	Position Control	Planned Budgets	Strategic program	Gap	Eliminated		
JC05	016	Position Control	Planned Budgets	Fund	Gap	Eliminated		
JC05	017	Position Control	Planned Budgets	Grant	Gap	Eliminated		
JC05	018	Position Control	Planned Budgets	Project	Gap	Eliminated		
JC05	019	Position Control	Planned Budgets	Recommended effective date	Gap	Eliminated		
JC05	026	Job Classification Audit	Audit	Requested:	Modified Gap	Modification	JC05	001
JC05	027	Job Classification Audit	Audit	Classification title	Modified Gap	Modification	JC05	001
JC05	029	Job Classification Audit	Audit	Group	Modified Gap	Modification	JC05	001

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JC05	030	Job Classification Audit	Audit	Step	Modified Gap	Modification	JC05	001
JC05	031	Job Classification Audit	Audit	FLSA status	Modified Gap	Eliminated	JC05	026
JC05	032	Job Classification Audit	Audit	Recommended:	Modified Gap	Modification	JC05	001
JC05	033	Job Classification Audit	Audit	Classification title	Modified Gap	Modification	JC05	001
JC05	035	Job Classification Audit	Audit	Group	Modified Gap	Modification	JC05	001
JC05	036	Job Classification Audit	Audit	Step	Modified Gap	Modification	JC05	001
JC05	037	Job Classification Audit	Audit	FLSA status	Modified Gap	Modification	JC05	001
JC05	038	Job Classification Audit	Audit	Recommended effective date	Modified Gap	Eliminated	JC05	001
JC05	039	Job Classification Audit	Audit	Date audit completed (date left Bureau of Human Resources)	Modified Gap	Modification	JC05	001
JC05	040	Job Classification Audit	Audit	Audit reason code / description (description inferred from entry of reason code)	Modified Gap	Modification	JC05	001
JC05	041	Job Classification Audit	Audit	Audit status code / description (description inferred from entry of status code)	Modified Gap	Modification	JC05	001
JC05	042	Job Classification Audit	Audit	Audit status effective date	Gap	Eliminated		
JC05	256	Job Classification Audit	Audit Number	System should have the capability of handling multiple positions reviewed under a single audit that are part of the same job class.	Modified Gap	Modification	JC05	001
JC05	257	Job Classification Audit	Audit	System should be able to create (clone) audit based on existing audit.	Gap	Eliminated		
JC05	258	Job Classification Audit	Audit	Add position number to list.	Modified Gap	Modification	JC05	001
JC05	259	Job Classification Audit	Audit	Add Schedule with group.	Modified Gap	Modification	JC05	001
JC05	261	Job Classification Audit	Audit	System should link to or cross reference the Payroll Classification Table.	Modified Gap	Eliminated		
JC06	000	Job Classification Audit	Audit	Provide ability to effective date all audit actions.	Modified Gap	Modification	JC05	001
JC07	000	Job Classification Audit	Audit	Provide ability to maintain a complete history associated with all audit activity.	Modified Gap	Modification	JC05	001
JC07	263	Job Classification Audit	Audit	System must provide ability to maintain a complete history associate with all audit history activity by position number.	Modified Gap	Modification	JC05	001
JC08	264	Job Classification Audit	Job Analysis	System must provide a means to maintain the following data:	Gap	Eliminated		
JC08	265	Job Classification Audit	Job Analysis	Essential Job Functions (EJF) Table with ability to add, modify, and delete individual EJF as needed.	Modified Gap	Eliminated	JC08	264
JC08	266	Job Classification Audit	Job Analysis	Allow up to ten (10) EJFs to be maintained for each audit/BJN.	Modified Gap	Eliminated	JC08	264
JC09	267	Job Classification Audit	Job Analysis	System must provide a means to match EJFs for a given audit/BJN against other audits/BJNs to determine similarity. This match must also include inactive or deleted positions.	Gap	Eliminated		
JC10	268	Job Classification Audit	Job Analysis	System must provide a means to record the following data for each audit/BJN:	Gap	Eliminated		
JC11	269	Job Classification Audit	Job Analysis	Travel Demands of EJF	Gap	Eliminated		
JC11	270	Job Classification Audit	Job Analysis	Equipment Used and Percentage of Time Used for Each	Gap	Eliminated		
JC11	271	Job Classification Audit	Audit	Audit Interview Date	Modified Gap	Modification	JC05	001

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JC11	272	Job Classification Audit	Job Analysis	Audit Interview Comments	Modified Gap	Modification	JC05	001
JC11	273	Job Classification Audit	Job Analysis	Factor Ratings (1-9) for each of the following:	Gap	Eliminated		
JC11	274	Job Classification Audit	Job Analysis	Physical Demands of EJF in terms of frequency (Never, Occasional, Frequent, Continuous):	Modified Gap	Eliminated	JC11	273
JC11	275	Job Classification Audit	Job Analysis	Sitting	Modified Gap	Eliminated	JC11	273
JC11	276	Job Classification Audit	Job Analysis	Crawling	Modified Gap	Eliminated	JC11	273
JC11	277	Job Classification Audit	Job Analysis	Standing	Modified Gap	Eliminated	JC11	273
JC11	278	Job Classification Audit	Job Analysis	Twisting Upper Body	Modified Gap	Eliminated	JC11	273
JC11	279	Job Classification Audit	Job Analysis	Walking	Modified Gap	Eliminated	JC11	273
JC11	280	Job Classification Audit	Job Analysis	Climbing	Modified Gap	Eliminated	JC11	273
JC11	281	Job Classification Audit	Job Analysis	Kneeling	Modified Gap	Eliminated	JC11	273
JC11	282	Job Classification Audit	Job Analysis	Carrying (# lbs of ?)	Modified Gap	Eliminated	JC11	273
JC11	283	Job Classification Audit	Job Analysis	Squatting	Modified Gap	Eliminated	JC11	273
JC11	284	Job Classification Audit	Job Analysis	Lifting (# lbs of ?)	Modified Gap	Eliminated	JC11	273
JC11	285	Job Classification Audit	Job Analysis	Bending	Modified Gap	Eliminated	JC11	273
JC11	286	Job Classification Audit	Job Analysis	Other (specify)	Modified Gap	Eliminated	JC11	273
JC11	287	Job Classification Audit	Job Analysis	Environmental/Hazard Demands of EJF (N, O, F, C):	Modified Gap	Eliminated	JC11	273
JC11	288	Job Classification Audit	Job Analysis	Client/Customer Contact	Modified Gap	Eliminated	JC11	273
JC11	289	Job Classification Audit	Job Analysis	Mechanical Hazards	Modified Gap	Eliminated	JC11	273
JC11	290	Job Classification Audit	Job Analysis	Indoor Activity	Modified Gap	Eliminated	JC11	273
JC11	291	Job Classification Audit	Job Analysis	Electrical Hazards	Modified Gap	Eliminated	JC11	273
JC11	292	Job Classification Audit	Job Analysis	Outdoor Activity	Modified Gap	Eliminated	JC11	273
JC11	293	Job Classification Audit	Job Analysis	Dust/Mites Hazard	Modified Gap	Eliminated	JC11	273
JC11	294	Job Classification Audit	Job Analysis	Extreme Heat	Modified Gap	Eliminated	JC11	273
JC11	295	Job Classification Audit	Job Analysis	Extreme Cold	Modified Gap	Eliminated	JC11	273
JC11	296	Job Classification Audit	Job Analysis	Extreme Noise	Modified Gap	Eliminated	JC11	273
JC11	297	Job Classification Audit	Job Analysis	Other (specify)	Modified Gap	Eliminated	JC11	273
JC11	298	Job Classification Audit	Job Analysis	Ambulatory Demands of EJF	Modified Gap	Eliminated	JC11	273
JC11	299	Job Classification Audit	Job Analysis	Cognitive Skills of EJF	Modified Gap	Eliminated	JC11	273
JC11	300	Job Classification Audit	Job Analysis	Speech Communications of EJF	Modified Gap	Eliminated	JC11	273
JC11	301	Job Classification Audit	Job Analysis	Written Communication Demands of EJF	Modified Gap	Eliminated	JC11	273
JC11	302	Job Classification Audit	Job Analysis	Visual Acuity of EJF	Modified Gap	Eliminated	JC11	273
JC11	303	Job Classification Audit	Job Analysis	Auditory Acuity of EJF	Modified Gap	Eliminated	JC11	273
JC11	304	Job Classification Audit	Job Analysis	Independence	Modified Gap	Eliminated	JC11	273

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JC11	305	Job Classification Audit	Job Analysis	Planning	Modified Gap	Eliminated	JC11	273
JC11	306	Job Classification Audit	Job Analysis	Results	Modified Gap	Eliminated	JC11	273
JC11	307	Job Classification Audit	Job Analysis	Communications	Modified Gap	Eliminated	JC11	273
JC11	308	Job Classification Audit	Job Analysis	Supervision	Modified Gap	Eliminated	JC11	273
JC11	309	Job Classification Audit	Job Analysis	Knowledge	Modified Gap	Eliminated	JC11	273
JC11	310	Job Classification Audit	Job Analysis	Mental Effort	Modified Gap	Eliminated	JC11	273
JC11	311	Job Classification Audit	Job Analysis	Working Conditions	Modified Gap	Eliminated	JC11	273
JC12	312	Job Classification Audit	Job Analysis	System must provide a means to maintain tables for the following:	Gap	Eliminated		
JC12	313	Job Classification Audit	Job Analysis	Separate tables (approximately six) for the Factor Ratings listed above.	Modified Gap	Eliminated	JC12	312
JC12	314	Job Classification Audit	Job Analysis	A table containing the point ranges for each salary schedule/group.	Modified Gap	Eliminated	JC12	312
JC13	315	Job Classification Audit	Job Analysis	System must provide a means to copy audit data from one audit to another.	Gap	Eliminated		
JC14	316	Job Classification Audit	Job Analysis	System must provide a means to identify other audits/BJNs which are identical to the given audit/BJN.	Gap	Eliminated		
JC15	317	Job Classification Audit	HR Reports	System must provide a means to produce a variety of reports containing basic audit/BJN information as well as statistical data.	Gap	Eliminated		
JC16	318	Job Classification Audit	Audit	System must be able to maintain historical data on all prior audits for that position, i.e., if a position has been audited each year for the past three years, each of those audits can be accessed as well as matched against.	Modified Gap	Modification	JC05	001
JC16	319	Job Classification Audit	Conversion	System must provide a means to transfer audit data between the current Job Classification System (JCS) and the proposed PeopleSoft based system. Data transferred would include, but not be limited to:	Gap	Eliminated		
JC16	320	Job Classification Audit	Conversion	Functional Job Title	Modified Gap	Eliminated	JC16	319
JC16	321	Job Classification Audit	Conversion	Job Descriptions	Modified Gap	Eliminated	JC16	319
JC16	322	Job Classification Audit	Conversion	Essential Job Functions (EJF)	Modified Gap	Eliminated	JC16	319
JC16	323	Job Classification Audit	Conversion	Class Number/Title	Modified Gap	Eliminated	JC16	319
JC16	324	Job Classification Audit	Conversion	Salary Schedule/Group	Modified Gap	Eliminated	JC16	319
JC16	325	Job Classification Audit	Conversion	FLSA	Modified Gap	Eliminated	JC16	319
JC16	326	Job Classification Audit	Conversion	BJN/Position Number	Modified Gap	Eliminated	JC16	319
JC16	327	Job Classification Audit	Conversion	Effective Date	Modified Gap	Eliminated	JC16	319
JC17	000	Job Classification Audit	Audit	Capture the Authorized Job Code resulting from a Job Classification Audit. This is captured separately from the requested and recommended Job Code fields.	Modified Gap	Modification	JC05	001
JC18	000	Job Classification Audit	Audit	The ability to search the system by a position's budget and item number.	Gap	Eliminated		

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PA02	001	Payroll Administration	Hourly Rate Calculation	<p>PA02 001: Provide ability to calculate regular pay as follows: The employee's regular hourly rate is determined from the appropriate salary (group and step, group and range, salary) on the compensation table. The system should also allow employee's pay to fall between steps, except on Schedule A.</p> <p>PA02 003: Regular pay is calculated as follows: Exception employees who report exceptions in the pay period: Pay equates to regular hourly rate (calculated from employee's record, unless overridden through timesheet entry) x reported regular hours.</p> <p>PA07 000: Allow for partial period payment to employees who do not work the entire pay period (new hires, terminations, employees on leave without pay for a portion of the pay period).</p>	Gap	Modification	
PA02	003	Payroll Administration	Hourly Rate Calculation	Regular pay is calculated as follows: Exception employees who report exceptions in the pay period: Pay equates to regular hourly rate (calculated from employee's record, unless overridden through timesheet entry) x reported regular hours.	Modified Gap	Modification	PA02 001

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PA02	214	Payroll Administration	Hourly Rate Calculatio	<p>PA02 214: To calculate compensation for monthly employees that only work part of the month (have dock pay): the amount of compensation is the product of the employees equivalent hourly rate of pay for that month and the number of hours worked in that month. For semi-monthly employees who do not work all the scheduled hours in the first half of the month (have dock pay) but do work all the scheduled hours in the second half: The compensation for the entire month is the product of the employees equivalent hourly rate of pay for that month and the number of hours worked by the employee during that month.</p> <p>The amount of compensation that must be paid to the employee for the first half of the month is equal to the product of the employees equivalent hourly rate of pay for that month and the number of hours worked by the employee in that half of the month. The amount of compensation that must be paid to the employee for the second half of the month is equal to the difference between the amount of compensation that must be paid to the employee for the entire month and the amount that must be paid for the first half of the month.</p> <p>PA02 215: For semi-monthly employees that work all available hours in the first half of a month but do not work all the available hours in the second half of the month (have dock pay), the amount of compensation that must be paid to the employee for the entire month is the product of the equivalent hourly rate of pay for that month and the number of hours worked by the employee during that month. The amount of compensation that must be paid to the employee for the second half of the month is equal to the difference between the amount of compensation that must be paid to the employee for the entire month and the amount of compensation that must be paid to the employee for the first half of the month.</p> <p>PA85 374: The system shall have the capability to:</p> <p>PA85 376: Reduce an employee's salary in any month by a dollar amount based on the number of leave without pay hours (or pay an employee for a reduced number of hours actually worked + paid leave time)</p> <p>PA85 377: Calculate an hourly rate (and base salary) based on the number of work/holiday hours in a given month (which varies from 160-184 hours).</p>	Gap	Modification	
PA02	215	Payroll Administration	Hourly Rate Calculatio	<p>For employees that work all available hours in the first half of a month but does not work all the available hours in the second half of the month the amount of compensation that must be paid to the employee for the entire month is the product of the equivalent hourly rate of pay for that month and the number of hours worked by the employee during that month. The amount of compensation that must be paid to the employee for the second half of the month is equal to the difference between the amount of compensation that must be paid to the employee for the entire month and the amount of compensation that must be paid to the employee for the first half of the month. This section also applies to semimonthly employees on leave without pay for less than half of an entire calendar month.</p>	Modified Gap	Modification	PA02 214

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PA03	002	Personnel Management	SPRS processing	Provide all required edits to ensure proper calculation of employee payroll, including: Validating pay against compensation established in the compensation table	Modified Gap	Modification	PM05	141
PA03	218	Payroll Administration	General Ledger	PA03 218: On multiple combinations of account coding distributions: Department of Human Services (DHS) requires combination editing of organization and program cost account (PCA) (or program activity) codes. Ensure organization, PCA, and all other relevant codes are set up correctly to pass the combination edits in general ledger (GL). TL11 006: Validate account coding distributions (grant, project) entered on timesheets against data classification elements established in General Accounting module.	Gap	Workaround		
PA04	234	Payroll Administration	Longevity	System should calculate longevity automatically based on total state service.	Modified Gap	Modification	PM07	450
PA06	007	Payroll Administration	SPRS processing	Prenote indicator	Modified Gap	Eliminated	PA68	000
PA06	242	Payroll Administration	SPRS processing	ISSUE 227 - CHANGE IN DECISION FOR DDP: Janet also noted that there is another UPDATE to our use of Direct Deposit data in PeopleSoft. TWC is updating the "TINS" database online. No TWC DDP data is being reported to SPRS presently, since the "interim" SPRS interface does not require it. MHMR will also use the Online Update feature with TINS, rather than add this data to the PeopleSoft Direct Deposit tables and then interfacing it to SPRS, who would then interface to TINS. Direct entry into TINS makes more sense, especially since this entry is being done by different individuals as required by the auditors.	Modified Gap	Eliminated	PA06	001
PA07	000	Payroll Administration	Hourly Rate Calculatio	Allow for partial period payment to employees who do not work the entire pay period (new hires, terminations, employees on leave without pay for a portion of the pay period).	Modified Gap	Modification	PA02	001
PA08	000	Payroll Administration	TL/PR Integration	PA08 000: Provide ability to process (1) lump sum termination pay for eligible annual leave (when an employee has six months of continuous state service) and (2) FLSA (Fair Labor Standards Act) overtime balances. Payments for lump sum termination pay should not be processed until 30 days after termination date, but must be able to override 30 day waiting period for a deceased employee. TL31 000 (#2): Provide ability to allow terminating employees to (1) receive a lump sum payment for their remaining leave 30 days after termination.	Gap	Modification		
PA08	244	Personnel Management	Miscellaneous Payroll	System must identify six months continuous service.	Modified Gap	Modification	PM99	559

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PA105	207	Payroll Administration	Gross2Net Wizard	The system shall have the capability to provide "What if" payroll information on an individual employee basis. RE. PA105/208: Allow for the entry of gross pay, entitlements, and deductions for the purpose of providing gross to net calculations without posting the data to the production system. RE. PA105/209: Allow the user to continue making changes to the above categories to produce different results. RE. PA105/210: Allow for the documenting of the results.	Gap	Workaround	
PA105	208	Payroll Administration	Gross2Net Wizard	§ Allow the entry gross pay, entitlements, and deductions for the purpose of providing gross to net calculations without posting the data to the production system.	Modified Gap	Workaround	PA105 207
PA105	209	Payroll Administration	Gross2Net Wizard	§ Allow the user to continue making changes to the above categories to produce different results.	Modified Gap	Workaround	PA105 207
PA105	210	Payroll Administration	Gross2Net Wizard	§ Allow for the documenting of the results.	Modified Gap	Workaround	PA105 207
PA105	211	Payroll Administration	Gross2Net Wizard	§ Include a self-service "wizard" to assist employees in accomplishing this What if entry. The wizard will be accessed through an industrv-standard web browser.	Gap	Eliminated	
PA109	218	Payroll Administration	SPRS processing	RE PA109/218: The system shall have the capability to calculate and retain a warrant issue date and warrant number for each payroll. RE PA109/219: Provide audit trail of warrant numbers and cancellations.	Gap	Modification	
PA109	219	Payroll Administration	SPRS processing	Provide audit trail of warrant numbers and cancellations.	Modified Gap	Modification	PA109 218
PA112	222	Payroll Administration	Hourly Rate Calculatio	The system shall recognize percent employed and pay based on hours worked. See changes effective mid-month.	Gap	Modification	
PA113	223	Payroll Administration	SPRS processing	The system shall allow use of unique 7-digit (document) number be assigned to each payroll with a unique number for cancels and writes. This number includes a month/year run and feeds both FMIS and Comptroller's system. Currently assigned manually by Fiscal/Payroll. Ideally, voucher numbers should be loaded into a table and assigned automatically. One consideration is that all other payment systems utilize a voucher number.	Modified Gap	Modification	PA68 000
PA113	224	Payroll Administration	SPRS processing	Automated process probably should reside in Financials modules.	Modified Gap	Modification	PA68 000
PA12	000	Payroll Administration	Period End Processing	System should track non-taxable, but W-2 reportable items such as 457 and 401(k) Deferred Compensation and Dependent Care benefits, including health care and other fringe benefits.	Modified Gap	Modification	BA01 008
PA208	000	Payroll Administration	Miscellaneous Payroll	The system shall preclude supplemental payments for a pay period where the original payment has not been reversed.	Gap	Workaround	
PA215	150	Personnel Management	Emp Data	System shall provide for correction of social security numbers with th correct resulting transfer of any prior payments from the incorrect number and notify external systems of the change in SSN.	Gap	Modification	
PA234	000	Base Benefits	Annual Base Benefit R	Provide ability to derive annual base benefit rate (insurance base salary) at start of the fiscal year and for new hires based on ERS rules.	Gap	Modification	

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PA238	000	Payroll Administration	Period End Processing	Need a Fiscal Year End Process to automatically update the Deduction End Date to the Fiscal Year End Date for specific Deduction Codes.	Gap	Workaround		
PA239	000	Payroll Administration	Remittance Advice	Be able to track multiple service purchase codes (2 characters for type of service), and contract number (10 digits) at the employee deduction level. There are several "Service Purchase Codes" (2 Char) that denotes the type of service that you are buying back which is assigned to the employee record. In addition, there is a Contract Number (10 digit number with one digit fixed) that is assigned to the employee record. Both of these codes will need to be Customized fields in a custom table which should be attached to the General Deduction Data panel group for the employee.	Gap	Modification		
PA240	000	Base Benefits	457	Will need 457 plan history data similar to the PS 403 Annuity Data.	Modified Gap	Modification	BA01	008
PA241	000	Base Benefits	Retirement	Need an "ERSFEE" employer paid General Deduction with a Flat Amount of \$3.00 and a Goal Amount of \$3.00 for all applicable employees having active Retirement records. This would reduce manual Monthly Payrolls and manual accounting entries for ERS Fees.	Gap	Modification		
PA243	000	Payroll Administration	General Ledger	Need a custom view of data from values already in another table in the Accounting database to retain the substring of the account code for fund source, company, Appropriation Year and Fiscal Year, along with the appropriation number. It will tie to the PCA code for interface to Comptroller and SPRS.	Modified Gap	Modification	PC05	152
PA244	000	Payroll Administration	Hourly Rate Calculatio	Be able to limit access to decentralized paysheet entry for partial pay.	Gap	Modification		
PA245	000	Base Benefits	Savings Plans	System must prevent savings plans from being taken as an after-tax investment.	Gap	Workaround		
PA246	000	Payroll Administration	Period End Processing	System must prevent out of balance situations when adjusting balances.	Gap	Workaround		

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PA247	427	Time, Labor, & Leave A	Not Categorized	"Bolt-On" potential customization if Time and Labor does not meet our needs in PS 8.0. MHMR recognized the need to address data entry issues for for Hourly Time Entry and Exception Time Entry for Overtime, Comp Time, and Partial Pay Periods, along with One Time Merit Pays, Lump Sum Leave Pay, etc. This is a major issue for MHMR with its large employee population and decentralized payroll offices. MHMR's approach minimizes the impact to the Payroll system and substantially reduces the risk of violating state legislative mandates and Comptroller rules concerning Article IX salaries and personnel actions. MHMR's main concerns were accuracy of employees' pay, adherence to Legislative and Comptroller requirements for pay calculation and reporting, and to facilitate data entry ease and efficiency given the large volume of transactions involved without customization to the PS delivered Paysheets or COBOL Payroll processes. MHMR's approach consists of creating several "bolt-on" custom tables and panels to allow for the discreet data entry for each function (i.e. Hourly time worked, Overtime to be paid, etc.). Edits to support various State and Federal mandates, such as FLSA overtime rules, will be included. Having these tables and panels eliminates the need to customize the delivered Paysheet panels, which will then be limited to view only for the facilities. A process will be run to take the data from the P.A.R. tables and automatically update the Paysheets. This approach fits in well with the planned approaches to Benefit Replacement Pay and Longevity Pay processing. Again, this allows MHMR to keep from customizing the vanilla PS Paysheet tables, panels and processes, which is not recommended for tables that are referenced in the PS Payroll processes. Furthermore, this approach allows MHMR to correctly calculate pay for partial periods worked according to Comptroller policies, which vanilla PeopleSoft does not.	Gap	Modification		
PA29	263	Base Benefits	SKIP	Should state, "paid by combination of employee and State contributions and SKIP."	Modified Gap	Modification	BA01	200
PA29	265	Payroll Administration	Earnings Statement	System should capture pay period , and year-to-date state contribution amount accumulators for SKIP and provide the ability to present this data on earnings statements.	Modified Gap	Modification	BA01	200
PA32	000	Payroll Administration	Earnings Statement	Calculate imputed income subject to withholding tax and FICA taxes for term life insurance exceeding \$50,000 or any other amount designated by law.	Gap	Workaround		
PA34	286	Base Benefits	SKIP	Skip insurance premiums (ERS match).	Modified Gap	Modification	BA01	200
PA38	004	Payroll Administration	Miscellaneous Payroll	Provide for the electronic transmission of savings bond purchase information to the Federal Reserve Bank in Kansas City for bond issuance. Additionally, the process should track: Control totals.	Gap	Workaround		
PA39	008	Payroll Administration	Remittance Advice	Disposable income attributes	Gap	Eliminated		
PA39	009	Payroll Administration	Remittance Advice	Spouse social security number	Gap	Eliminated		
PA39	018	Payroll Administration	Remittance Advice	GL Account or Comptroller Object Code	Gap	Eliminated		

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PA39	019	Payroll Administration	Remittance Advice	Print the following individual garnishment information on a remittance advice: RE PA39/020: Garnishment type (on remittance advice) Deduction type (on earnings statement) RE PA39/024: Year-to-date withholding amount (on remittance advice and earnings statement) RE PA39/028: Disbursement name RE PA39/029: Disbursement Address RE PA39/030: Disbursement County RE PA83/372: The system shall allow certain deductions which are cancelled to be refunded by reducing the next payment to the vendor.	Gap	Modification	PA39 019
PA39	020	Payroll Administration	Remittance Advice	Garnishment type (on remittance advice) Deduction type (on earnings statement)	Modified Gap	Modification	PA39 019
PA39	024	Payroll Administration	Remittance Advice	Year-to-date withholding amount (on remittance advice and earnings statement)	Modified Gap	Modification	PA39 019
PA39	028	Payroll Administration	Remittance Advice	Disbursement name	Modified Gap	Modification	PA39 019
PA40	001	Payroll Administration	Earnings Statement	Provide edit to ensure that no more than 50% of disposable income may be withheld for child support or 10% of disposable income for student loans in all cases.	Gap	Modification	
PA41	001	Base Benefits	457	State employees may optionally contribute to 457, 403(b), or 401(k) Deferred Compensation Plan(s). The 457 plan is a two-tiered program. If an employee is not in a "catch-up" status, a maximum deduction limit per calendar year is applied. If the employee is in a "catch-up status", a higher maximum deduction amount per calendar year is applied. Deductions associated with the deferred compensation plan are processed as pre-tax deductions. Maintain deferred compensation plan deduction data. Employees may participate in both plans at the same time.	Modified Gap	Modification	BA01 008
PA41	006	Payroll Administration	Earnings Statement	Plan type (457 or 401k)	Modified Gap	Modification	BA01 008
PA41	097	Payroll Administration	Earnings Statement	Mark copy of check as non-negotiable, or don't print check on remittance advice.	Modified Gap	Modification	PA41 099
PA41	098	Payroll Administration	Earnings Statement	Message "Do not cash before XX date"	Gap	Eliminated	
PA41	099	Payroll Administration	Earnings Statement	1)Displaying employee leave balances on Earnings Statement 2) Mark copy of check as non-negotiable, or don't print check on remittance advice. 3) Print garnishments on employee's earnings statement 4) Don't display hourly rate in the "Hours and Earnings, Current" section of the earnings statement (part of PA02 001).	Gap	Modification	
PA42	000	Base Benefits	457	Provide an edit to ensure that no 401(k) or 457 deferrals are taken for 12 months from the date hardship status is taken.	Modified Gap	Modification	BA01 008

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PA49	000	Time, Labor, & Leave A	Leave Balances	Provide ability for employees to access current pay period, year-to-date payroll detail, withholding information, and leave balances through the use of an industry-standard web browser, and provide for a user-specified lag after payroll is confirmed in agency system.	Gap	Modification		
PA51	000	Payroll Administration	General Ledger	<p>Payroll Administration module should update the General Accounting module with summarized transactions to reflect all payroll activity at appropriate account coding distributions according to agency specific General Ledger (GL) & Chartfield Account (CA) coding.</p> <p>PA51 000: Payroll Administration module should update the General Accounting module with summarized transactions to reflect all payroll activity at appropriate account coding distributions.</p> <p>PA52/000 Payroll Administration module should be integrated with the General Accounting module to provide payroll and employee time information by employee for labor distribution purposes.</p> <p>TL02/000 Allow for applying personnel costs to the proper account coding distributions based on prior history of time worked.</p> <p>TL35/000 Integrated with the General Accounting module to provide hours charged to various projects, grants, programs, organizations, and funds for labor distribution purposes. Associate leave used to the account coding distribution actually accrued, and charge accordingly.</p> <p>TL08/017 Employee electronic timesheets must capture the following information: Appropriation Year</p>	Modified Gap	Modification	PA51	001
PA51	001	Payroll Administration	General Ledger	<p>Payroll Administration module should update the General Accounting module with summarized transactions to reflect all payroll activity at appropriate account coding distributions according to agency specific GL & CA coding.</p> <p>PA51/000 Payroll Administration module should update the General Accounting module with summarized transactions to reflect all payroll activity at appropriate account coding distributions.</p> <p>PA52/000 Payroll Administration module should be integrated with the General Accounting module to provide payroll and employee time information by employee for labor distribution purposes.</p> <p>TL02/000 Allow for applying personnel costs to the proper account coding distributions based on prior history of time worked.</p> <p>TL35/000 Integrated with the General Accounting module to provide hours charged to various projects, grants, programs, organizations, and funds for labor distribution purposes. associate leave used to the account coding distribution actually accrued, and charge accordingly.</p> <p>TL08/017 Employee electronic timesheets must capture the following information: Appropriation Year</p>	Gap	Modification		

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PA52	000	Payroll Administration	General Ledger	Payroll Administration module should be integrated with the General Accounting module to provide payroll and employee time information by employee for labor distribution purposes.	Modified Gap	Modification	PA51 001
PA58	000	Payroll Administration	Period End Processing	Provide for the electronic transmission of gross wage information in user-defined format that can be used by the Texas Workforce Commission (TWC) to determine unemployment insurance contributions (for Texas State Agencies, TWC determines reimbursed benefits).	Gap	Modification	
PA59	000	Payroll Administration	Gross2Net Wizard	Provide self-service "wizard" for assisting State employees in determining their proper Form W-4 tax withholding amounts. The wizard will be accessed through an industry-standard web browser.	Gap	Eliminated	
PA59	324	Payroll Administration	Gross2Net Wizard	The system shall provide for "what if" calculation without posting this data. The system shall provide for the "what if" of all deductions, gross pay and entitlements.	Gap	Eliminated	
PA68	000	Payroll Administration	SPRS processing	<p>RE PA68/000: Provide ability to interface with the new Standardized Payroll/Personnel Reporting System (SPRS) currently being designed by the Comptroller of Public Accounts (CPA). The new system will be used by agencies instead of interfacing to Human Resource Information System (HRIS) and using the Uniform Statewide payroll/Personnel System (USPS). SPRS will interface with the Uniform Statewide Payroll/Personnel System (USAS) for generating payroll warrants and direct deposit payments.</p> <p>RE PA113/223: The system shall allow use of unique 7-digit (document) number be assigned to each payroll with a unique number for cancels and writes. This number includes a month/year run and feeds both the Financial Management Information System (FMIS) and CPA's system. Currently assigned manually by Fiscal/Payroll. Ideally, voucher numbers (document numbers) should be loaded into a table and assigned automatically. One consideration is that all other payment systems utilize a voucher number (document number).</p> <p>RE PA97/394: The system must allow for the cancellation of the net direct deposit amount when an error occurs after cutoff (this part is a fit). The system must allow the net direct deposit amount to be transferred out of fund 980 with a debit to the original fund/cost center. The system shall provide the information necessary for the generation of a payroll voucher for the same net amount to send to the CPA.</p>	Gap	Modification	
PA70	000	Payroll Administration	Period End Processing	System should provide for appropriate fiscal year-end and calendar year-end conversion processes. Reference tables, which are read when employee data is updated, shall be converted from old to new rates and limits. This shall be done on a mass change basis.	Gap	Modification	
PA71	000	Payroll Administration	SPRS processing	utilize the 14-digit TINS number to identify each employee/payee by name and address.	Modified Gap	Eliminated	PA68 000
PA71	359	Payroll Administration	SPRS processing	The system shall have the capability to:	Modified Gap	Eliminated	PA68 000
PA71	360	Payroll Administration	SPRS processing	§ Generate a valid VIN number and Comptroller Mail code	Modified Gap	Eliminated	

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PA74	000	Payroll Administration	Period End Processing	Direct and address payments to the "Estate of" a deceased employee and generate a 1099-MISC and W-2 at year-end.	Gap	Workaround		
PA77	000	Payroll Administration	BRP	Provide ability to process BRP for eligible employees and allow for leveling/not leveling. BRP is subject to FICA taxes, withholding tax, and retirement, and is used in calculating all benefit plans such as insurance salary, 401(k), and 457. monitor for maximum limits for active employees vs. rehired retirees. RE. PM07/073: System must maintain the following employee information, at a miimum - Benefit replacement pay (BRP) amount. RE. PM09/018: Provide ability to track and assign appropriate Human Resource Information System (HRIS) codes that are submitted to the Comptroller of Public Accounts on a monthly basis. Information to be transmitted electronically includes: BRP Eligibility Indicator. RE. PM15/003: System must provide ability to address the following issues regarding re-hires: Eligibility for BRP.	Gap	Modification		
PA78	367	Payroll Administration	Hourly Rate Calculatio	The system shall calculate an employee's pay based on the employee's base rate of pay (schedule, group, step) multiplied by the percent of time the employee works. This percent is calculated by dividing the average number of hours an employee is scheduled to work in a week by 40 hours.	Modified Gap	Workaround	PA112	222
PA80	369	Payroll Administration	General Ledger	The system shall provide capability to assure that funds are available to cover payroll by appropriation and by program cost account (PCA) or PCA within each appropriation.	Gap	Workaround		
PA83	372	Payroll Administration	Remittance Advice	The system shall allow certain deductions which are cancelled to be refunded by reducing the next payment to the vendor.	Modified Gap	Modification	PA39	019
PA85	376	Payroll Administration	Hourly Rate Calculatio	§ Reduce an employee's salary in any month by a dollar amount based on the number of leave without pay hours (or pay an employee for a reduced number of hours actually worked + paid leave time);	Modified Gap	Modification	PA02	214
PA85	377	Payroll Administration	Hourly Rate Calculatio	§ Calculate an hourly rate (and base salary) based on the number of work/holiday hours in a given month (which varies from 160-184 hours).	Modified Gap	Modification	PA02	214
PA91	383	Time, Labor, & Leave A	TL/PR Integration	The system shall provide the capability to detect that payment is due and to pay overtime to an employee under the following circumstances:	Modified Gap	Workaround	TL100	237
PA91	384	Time, Labor, & Leave A	TL/PR Integration	§ the employee separates from the agency	Modified Gap	Workaround	TL100	237
PA91	385	Time, Labor, & Leave A	TL/PR Integration	§ the employee moves from an FLSA-covered job to an FLSA-non-covered job	Modified Gap	Workaround	TL100	237
PA91	386	Time, Labor, & Leave A	TL/PR Integration	§ the agency decides to pay all employees (or selected groups of employees) for their overtime	Modified Gap	Workaround	TL100	237
PA91	387	Time, Labor, & Leave A	TL/PR Integration	§ the employee exceeds 240 hours of overtime (in which case the agency must pay only for those number of hours exceeding 240).	Modified Gap	Workaround	TL100	237

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PA97	394	Payroll Administration	SPRS processing	The system must allow for the cancellation of the net direct deposit amount when an error occurs after cutoff. The system must allow th net direct deposit amount to be transferred out of fund 980 with a debit to the original fund/cost center. The system shall provide the information necessary for the generation of a payroll voucher for the same net amount to send to the Comptroller.	Modified Gap	Modification	PA68	000
PC01	000	Position Control	Budget	Capture and maintain detail associated with appropriated dollars, authorized FTEs, and internally set agency budgets for each designated coding block element in the data classification structure for which budgets are to be maintained.	Gap	Eliminated		
PC03	009	Position Control	Position Data	County code (where position is placed)	Gap	Workaround		
PC03	240	Job Classification Audit	Audit	Audit Type (ex: A- Full Audit, R- Reviewed, W-waived)	Modified Gap	Modification	JC05	001
PC05	152	Personnel Management	Earn Dist	We need to duplicate the customizations that we did for the Account Code on the JOB record (Payroll panel) on the Job Earnings Distribution record (Job Earninds Distribution panel).	Gap	Modification		
PC08	000	Position Control	Position Reports	Allow for time-limited positions to be established and extended. Provide tickler notifying that the position expires within a user-defined period of time.	Gap	Workaround		
PC18	000	Position Control	Position Data	Track whether a position is eligible for telecommuting.	Modified Gap	Modification	PM07	054
PC19	000	Position Control	Planned Budgets	Provide capability for developing what-if scenarios that Provide support to capture all the details of program funding, requested staffing (FTEs), and internally set agency budgets, and the ability to convert said data to actual budgets.	Gap	Eliminated		
PC20	000	Position Control	Planned Budgets	Provide ability to designate each proposed budget position with the LAR agency level-of-request code, along with the agency preference ranking.	Gap	Eliminated		
PC21	000	Position Control	Planned Budgets	Provide ability to "rolldown" a summary level budget adjustment (agency is requested to reduce its proposed budget by "x" percent or dollars).	Gap	Eliminated		
PC29	000	Position Control	Planned Budgets	Provide ability to modify proposed positions and staffing levels so that as the proposed budget planning process evolves it reflects known and planned personnel actions such as promotions, demotions, transfers and terminations. When a proposed position characteristic is changed or a staffing decision is made affecting dollar or FTE amounts during the budget planning process, update projection data to include the new change or planned event.	Gap	Eliminated		
PC32	000	Job Classification Audit	Audit	Track the creation, deletion or update of job audits to a specific position.	Modified Gap	Modification	JC05	001
PC36	000	Position Control	Budget	Provide an automated option during fiscal year conversion to change position salary level to minimum if position is vacant at year-end for both group/step and group with range methods.	Gap	Workaround		
PC38	000	Position Control	Planned Budgets	Download of strategy detail associated with each version of the Appropriations bill	Gap	Eliminated		
PC38	001	Position Control	Planned Budgets	Provide ability to interface to ABEST. This would essentially automate the existing manual LAR process. The interface should transmit the following to ABEST:	Gap	Eliminated		

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PC38	002	Position Control	Planned Budgets	Performance measure definitions	Gap	Eliminated		
PC38	003	Position Control	Planned Budgets	Key performance measure data	Gap	Eliminated		
PC38	004	Position Control	Planned Budgets	ABEST/USAS reconciliation	Gap	Eliminated		
PC38	005	Position Control	Planned Budgets	Entry of Legislative Appropriations Request	Gap	Eliminated		
PC39	000	Position Control	Job Posting	Provide ability to link to job description associated with each position for online viewing.	Gap	Workaround		
PC41	000	Position Control	Planned Budgets	Provide ability to perform what if scenarios in a non-production workspace to assist in determining the impact of future funding considerations.	Gap	Eliminated		
PC42	003	Position Control	Planned Budgets	LAR proposed schedules reports	Gap	Eliminated		
PC42	005	Position Control	Planned Budgets	Proposed budget and position summary reports	Gap	Eliminated		
PC42	006	Position Control	Planned Budgets	Proposed LAR budgets reports	Gap	Eliminated		
PC42	007	Position Control	Planned Budgets	Proposed staffing and position detail reports	Gap	Eliminated		
PC42	008	Position Control	Planned Budgets	Proposed staffing summary reports	Gap	Eliminated		
PC42	012	Position Control	Planned Budgets	Staffing to proposed budget comparison reports	Gap	Eliminated		
PC44	299	Job Classification Audit	Audit	PeopleSoft needs to record the date (month and year) that a job audit determination was made on a position and the type of audit performed. HRMIS currently uses the following audit codes: A (audited). W (waived). and R (reviewed).	Modified Gap	Modification	JC05	001
PC44	300	Job Classification Audit	Audit	While audit history is not currently stored on HRMIS, the Classification Unit would like audit history and position history stored.	Modified Gap	Modification	JC05	001
PC47	304	Position Control	Conversion	Utilize a fully functional position number in PeopleSoft and yet supply legacy systems with something that they recognize as a BJN. Maintain whatever internal integrity within the BJN that is required either by the legacy systems or by human resources.	Gap	Eliminated		
PC47	305	Position Control	Conversion	Maintain requirements for integrity within the BJN if required by either HR or legacy systems.	Gap	Eliminated		
PM05	004	Time, Labor, & Leave A	Work Schedules	Provide a table to facilitate establishment of various workweek schedules to include: Primary activity	Gap	Eliminated		
PM05	141	Personnel Management	Edits	All personnel transactions need to be edited for conformance with both State and agency requirements. It would be preferable for these edits to take place on-line, real-time, but it may be more practical to perform reporting after the fact. If after the fact reporting is utilized, that methodology needs to be coordinated with payroll tests and deadlines.	Gap	Modification		
PM05	145	Personnel Management	Edits	The system shall provide for a "not to exceed" compensation rate within a specified job code which allows a lesser or greater rate for the same job code. (Prof. Trainees Article II)	Modified Gap	Modification	PM05	141
PM05	151	Personnel Management	Edits	Need PeopleCode for special processing rules associated with Action/Action Reason Codes.	Modified Gap	Modification	PM05	141

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PM07	033	Personnel Management	Emp Data	The system must maintain the following employee information: Confidential address indicator (protects confidentiality of home address at employee's request. W-2 forms are excluded. Other mail must be directed to business address.)	Gap	Modification		
PM07	054	Personnel Management	Emp Data	PM07 054 System must maintain the following employee information: Telecommuting information, (including % of time) ER99 275 System must have the ability to track when an employee is on Workers' Compensation.	Gap	Modification		
PM07	064	Personnel Management	Emp Data	Termination time	Gap	Workaround		
PM07	073	Payroll Administration	BRP	Benefit replacement pay (BRP) amount	Modified Gap	Modification	PA77	000
PM07	085	Personnel Management	Emp Data	Reason for extension of probation	Gap	Eliminated		
PM07	090	Personnel Management	Cont State Serv	The system shall provide the capability to maintain and calculate an effective continuous state service date based on prior state service dates.	Modified Gap	Modification	PM99	559
PM07	449	Time, Labor, & Leave A	Leave Accruals	Leave accruals are based on length of state service at the first of the month. This implies that whatever option is chosen for leave accruals, the accruals have to be updated as of the first of the month or a method has to be available to determine state service as of the first of the month.	Modified Gap	Modification	TL26.1	001
PM07	450	Payroll Administration	Longevity	RE PM07/450: Longevity eligibility (dollar amount) is based on length of state service on the first of the month. This implies that whatever option is chosen for longevity eligibility, the dollar amount has to be updated as of the first of the month or a method has to be available to determine state service as of the first of the month. RE PA04/234: System should calculate longevity automatically based on total state service.	Gap	Modification		
PM07	451	Personnel Management	BRP	Eligibility for benefit replacement pay (BRP), also covered in the payroll module, is based on an employee having been employed with the State on August 31, 1995 and having not left State employment for a period exceeding a year since that date. Since the current DHS system retains 'from' and 'to' service dates, human resources is able to generate an error report listing possible BRP errors. (In the past this report has uncovered a substantial number of errors.) If 'from' and 'to' dates are not utilized on PeopleSoft the capability for generating such a report will either be lost or made substantially more difficult.	Modified Gap	Modification	PM99	559
PM08	000	Security	Security	Provide ability to designate any of the elements in PM7 as confidential and restrict access accordingly through security.	Gap	Eliminated		
PM09	007	Personnel Management	Emp Data	System must maintain the following employee information: Selective Service registration status	Gap	Modification		
PM09	010	Personnel Management	Emp Data	Employee data release indicator	Modified Gap	Eliminated	PM07	033
PM09	018	Payroll Administration	BRP	BRP eligibility indicator	Modified Gap	Modification	PA77	000
PM09	032	Personnel Management	Emp Data	Employee SSN change code	Modified Gap	Eliminated	PA215	150

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PM09	558	Personnel Management	Emp Data	Is "Selective Service registration status" required employee descriptive information on Comptroller of Public Accounts automated system?	Gap	Eliminated		
PM11	000	Personnel Management	Emp Data	support the tracking of registration with selective service for all qualifying personnel.	Modified Gap	Eliminated	PM09	007
PM15	003	Payroll Administration	BRP	Eligibility for BRP	Modified Gap	Modification	PA77	000
PM20	001	Personnel Management	Edits	Provide ability to process the following personnel actions with required edits:	Modified Gap	Modification	PM05	141
PM20	002	Personnel Management	Edits	New hire	Modified Gap	Modification	PM05	141
PM20	003	Personnel Management	Edits	Transfer (lateral)	Modified Gap	Modification	PM05	141
PM20	004	Personnel Management	Edits	Transfer (promotion)	Modified Gap	Modification	PM05	141
PM20	005	Personnel Management	Edits	Transfer (demotion)	Modified Gap	Modification	PM05	141
PM20	006	Personnel Management	Edits	Transfer (classified to unclassified)	Modified Gap	Modification	PM05	141
PM20	007	Personnel Management	Edits	Transfer (classified to exempt)	Modified Gap	Modification	PM05	141
PM20	008	Personnel Management	Edits	Promotion	Modified Gap	Modification	PM05	141
PM20	009	Personnel Management	Edits	Demotion	Modified Gap	Modification	PM05	141
PM20	010	Personnel Management	Edits	Merit increase	Modified Gap	Modification	PM05	141
PM20	011	Personnel Management	Edits	Leave without pay	Modified Gap	Modification	PM05	141
PM20	012	Personnel Management	Edits	Leave of absence	Modified Gap	Modification	PM05	141
PM20	013	Personnel Management	Edits	Reclassifications	Modified Gap	Modification	PM05	141
PM20	014	Personnel Management	Edits	Terminations	Modified Gap	Modification	PM05	141
PM20	015	Personnel Management	Edits	Percent of time change	Modified Gap	Modification	PM05	141
PM20	016	Personnel Management	Edits	Name change	Modified Gap	Modification	PM05	141
PM20	017	Personnel Management	Edits	Change of headquarters	Modified Gap	Modification	PM05	141
PM20	018	Personnel Management	Edits	Change of FLSA status	Modified Gap	Modification	PM05	141
PM32	524	Personnel Management	HR Self Service	Mail code	Gap	Eliminated		
PM36	533	Personnel Management	HR Reports	TDHS needs further explanation to understand the purpose of this requirement.	Gap	Eliminated		
PM36	534	Personnel Management	HR Reports	Anniversary date: Please define anniversary date, whether initial employment date or an action anniversary date.	Gap	Eliminated		
PM36	535	Personnel Management	HR Reports	The system should process this requirement in an automated manner.	Gap	Eliminated		
PM45	544	Personnel Management	HR Reports	The entry level 'worker' jobs are audited at the 'Worker I' level. New employees are hired into the jobs at a trainee level (generally two salary steps below the worker level) for a twelve month period. At the end of a successful probationary period the employee is automatically promoted from the trainee level to the audited worker level.	Gap	Workaround		
PM45	545	Personnel Management	HR Reports	We require the ability to process these type actions automatically.	Gap	Eliminated		

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PM99	559	Personnel Management	Cont State Serv	<p>PM99 559: The system shall provide the capability to calculate an effective state service date based on prior state service dates.</p> <p>PA08 244: System must identify six months continuous service</p> <p>PM07 090: The system shall provide the capability to maintain and calculate an effective continuous state service date based on prior state service dates.</p> <p>PM07 451: Eligibility for benefit replacement pay (BRP), also covered in the payroll module, is based on an employee having been employed with the State on August 31, 1995 and having not left State employment for a period exceeding a year since that date. Since the current DHS system retains 'from' and 'to' service dates, human resources is able to generate an error report listing possible BRP errors. (In the past this report has uncovered a substantial number o errors.) If 'from' and 'to' dates are not utilized on PeopleSoft the capability for generating such a report will either be lost or made substantially more difficult.</p>	Gap	Modification	
PM99	562	Personnel Management	Emp Data	Employment Verifications - The system will provide the ability to define employment verification screens according to subject matter(l.e. employment, mortgage).	Gap	Modification	
RP01	001	Reporting And Inquiry	HR Reports	The delivered reports do not fully meet the reporting business process needs of the HHSC agencies.	Gap	Modification	

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SE03	216	Training	Trng Courses	<p>Data segmentation by agency and agency unit.</p> <p>Create security and data segmentation for training data by adding set ID and business unit tables to the training table. These become new key fields associated with all courses, sessions, and training programs. These key fields are named course owner, training program owner, and session owner. (Note: If requirement ET 4 is accepted, another similar entity, bundle owner will be needed. All these equate to set ID and business unit of the entity "adding" the data (course, session, training program, and bundle.)</p> <p>Business Rule Definitions: Super users are application administrators who manage the business rules and data systems across an agency (set ID). End users manage training data at individual facility (business unit) levels.</p> <p>Super users add courses and training programs "owned" by agency (set ID). All values added at the agency level are shared across business units. End users may associate employees with agency-owned training programs. End users can create sessions from the agency-owned courses. The added session and courses are "owned" by the business unit. Super users cannot add sessions.</p> <p>End users may create courses, training programs, and bundles "owned" by their business unit. They may create sessions from courses they own and associate employees to training programs they own. End users cannot access courses, training programs, sessions and bundles owned by business units other than their own. Super users may only view courses, training programs, sessions, and bundles owned by business units.</p> <p>Agency training programs will accept only courses owned by the agency. Training programs owned by a business unit will accept agency or locally-owned courses.</p>	Gap	Modification	
SE04	004	Security	Security	Data elements	Gap	Eliminated	
SE08	000	Security	Password	System security must Provide for the prompting of password expiration at least five (5) days prior to actual expiration.	Gap	Eliminated	
SE08	228	Security	Password	Does the clock run for the 5-day expiration, though the system has not been accessed?	Gap	Eliminated	
SE08	230	Security	Password	Fifteen (15) days rather than five (5) to ensure adequate notification and allow for vacation leaves.	Gap	Eliminated	
SE12	000	Security	Log-on	System security should Provide ability to disable log-on capabilities if unsuccessful password entry is attempted after a parameter-driven number of unsuccessful attempts, and Provide for automatic notification of security administrator.	Gap	Eliminated	

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SE13	000	Security	Log-on	System security should Provide ability to limit log-on of user IDs to one workstation at a time. If such functionality is enforced and the user attempts to log onto a workstation while already logged on another, the system should provide a message that the user ID is already in use.	Gap	Eliminated	
SE13	202	Security	Log-on	System security should provide unlimited log-on of user IDs to one workstation at a time. If such functionality is enforced and the user attempts to log onto a workstation while already logged on another, the System should provide a message that the user ID is already in use.	Gap	Eliminated	
SE13	204	Security	Security	The system should also identify the terminal and terminal location where the user ID is already in use.	Gap	Eliminated	
SE17	000	Security	Password	Provide ability to synchronize application security with network and Windows desktop security.	Gap	Eliminated	
SE18	000	Security	Security	Provide an audit trail of user access and unauthorized attempts to access, and should distinguish web browser activity from client workstation activity.	Gap	Eliminated	
SE18	208	Security	Security	The system must provide a report that identifies user access and unauthorized access attempts for monitoring/review by Security Officer, and to assist in preparation of monthly report on security breaches required by and furnished to DIR. The number of attempts, 1 through 99, should be a managed element of the security system.	Gap	Eliminated	
SE20	000	Security	Password	Provide the ability to enforce the changing of all passwords upon demand.	Gap	Eliminated	
SE24	000	Security	Security	Provide ability to create a user ID with a fixed expiration date (for non-employees required to access the System).	Gap	Eliminated	
SE25	213	Security	Password	In addition, transmission of passwords should be encrypted.	Gap	Eliminated	
SE26	000	Security	Security	Provide ability to secure document attachments as read only and control deletion or alteration.	Gap	Eliminated	
SE29	214	Security	Password	The system should require a new password on every password change and should not allow a user to reuse previous passwords.	Gap	Eliminated	
SE31	220	Security	Password	The login screen must inform users of the last date their password was used. Additionally, the last date each user's password was changed should be stored.	Gap	Eliminated	
SE32	221	Security	Security	The system should provide the capability for security information to reside in a database separate from the application database.	Gap	Eliminated	
SE34	223	Security	Password	The system must disallow a user to re-use a password within a one-year period.	Gap	Eliminated	
SE36	225	Security	Password	The system must allow password to be changed from login screen and from within the application.	Gap	Eliminated	
TL	208	Time, Labor, & Leave A	TL TRC's	An edit should be added to show the amount of leave used towards service credit months and fatal any attempt to enter requested or used leave that would reduce the leave balance under the "used" leave.	Gap	Modification	

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TL02	000	Time, Labor, & Leave A	Labor Distribution	Allow for applying personnel costs to the proper account coding distributions based on prior history of time worked.	Modified Gap	Modification	PA51	001
TL03	224	Time, Labor, & Leave A	Work Schedules	System should allow for a workweek schedule beginning at noon on Friday and ending at noon the following Friday that will be used by employees who are FLSA covered employees. Note: Beginning and ending at these times well negate the automatic overtime situations which would result in a workweek schedule of midnight Friday to midnight Friday..	Gap	Modification		
TL04	000	Time, Labor, & Leave A	TL Entry	Allow user agencies to designate each position for exception or positive time reporting.	Gap	Eliminated		
TL04	226	Time, Labor, & Leave A	TL Entry	Need ability to designate exception or positive reporting based on FLSA exempt or non-exempt.	Gap	Workaround		
TL08	001	Time, Labor, & Leave A	TL Entry	Employee electronic timesheets must capture the following information:	Gap	Eliminated		
TL08	002	Time, Labor, & Leave A	TL Entry	Employee number (Social Security Number)	Modified Gap	Eliminated	TL08	001
TL08	004	Time, Labor, & Leave A	TL Entry	Position number	Modified Gap	Eliminated	TL08	001
TL08	005	Time, Labor, & Leave A	TL Entry	Normal workweek	Modified Gap	Eliminated	TL08	001
TL08	006	Time, Labor, & Leave A	TL Entry	Shift hours	Modified Gap	Eliminated	TL08	001
TL08	007	Time, Labor, & Leave A	TL Entry	Employee electronic timesheets must capture the following information: Timekeeper	Gap	Workaround		
TL08	008	Time, Labor, & Leave A	TL Entry	Supervisor	Modified Gap	Eliminated	TL08	001
TL08	011	Time, Labor, & Leave A	TL Entry	Earnings type (leave types and pay types)	Modified Gap	Eliminated	TL08	001
TL08	017	Time, Labor, & Leave A	TL Entry	Appropriation Year	Modified Gap	Modification	PA51	001
TL08	020	Time, Labor, & Leave A	TL Entry	Contract (optional)	Modified Gap	Eliminated	TL08	001
TL08	025	Time, Labor, & Leave A	TL Entry	Leave balances (sick leave, annual leave, FLSA overtime leave, compensatory leave)	Modified Gap	Eliminated	TL08	001
TL08	026	Time, Labor, & Leave A	TL Entry	Pay period	Modified Gap	Eliminated	TL08	001
TL08	027	Time, Labor, & Leave A	TL Entry	Pay period ending date	Modified Gap	Eliminated	TL08	001
TL08	028	Time, Labor, & Leave A	TL Entry	Total hours worked by date	Gap	Workaround		
TL08	029	Time, Labor, & Leave A	TL Entry	Total hours worked by week	Modified Gap	Eliminated	TL08	001
TL08	030	Time, Labor, & Leave A	TL Entry	Total hours worked by pay period	Modified Gap	Eliminated	TL08	001
TL08	214	Time, Labor, & Leave A	TL Entry	Add to this requirement to include:	Modified Gap	Eliminated	TL08	001
TL08	215	Time, Labor, & Leave A	TL Entry	Vacation Eligible	Modified Gap	Eliminated	TL08	001
TL08	216	Time, Labor, & Leave A	TL Entry	FLSA Status (exempt/non-exempt	Modified Gap	Eliminated	TL08	001
TL08	217	Time, Labor, & Leave A	TL Entry	Longevity date	Modified Gap	Eliminated	TL08	001
TL08	218	Time, Labor, & Leave A	TL Entry	FMLA Leave	Modified Gap	Eliminated	TL08	001
TL08	219	Time, Labor, & Leave A	TL Entry	Parental Leave	Modified Gap	Eliminated	TL08	001

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TL100	237	Time, Labor, & Leave A	Overtime	<p>TL100-237: The system will automatically generate the Overtime Payroll Authorization for any employee whose overtime leave exceeds 240 hours. It will allow the supervisor to review the Overtime Payroll Authorization, modify it, approve it, and route it to the HRS representative.</p> <p>PA91-383: The system shall provide the capability to detect that payment is due and to pay overtime to an employee under the following circumstances:</p> <p>PA91-384: The employee Separates from the agency;</p> <p>PA91-385: The employee moves from an FLSA-covered job to a non-FLSA covered job;</p> <p>PA91-386: The agency decides to pay all employees (or selected groups of employees) for their overtime;</p> <p>PA91-387: The employee exceeds 240 hours of overtime (in which case the agency must pay only for those number of hours exceeding 240).</p>	Gap	Workaround		
TL11	003	Time, Labor, & Leave A	TL Entry	Validate employee via position number and employee number.	Gap	Eliminated		
TL11	006	Time, Labor, & Leave A	Labor Distribution	Validate account coding distributions (grant, project) entered on timesheets against data classification elements established in General Accounting module.	Modified Gap	Workaround	PA03	218
TL11	007	Time, Labor, & Leave A	TL Entry	Validate account coding distributions entered on timesheets against employee/coding element relationship table to ensure that timesheet information is accepted only for those coding element combinations that the employee is authorized to use (employee cannot charge time to grant for which he/she is not authorized to do so).	Modified Gap	Modification	PC05	152
TL12	002	Time, Labor, & Leave A	Cascading Leave	(1) Leave can only be used to the extent of accrued leave balances. (2) If an employee reports paid leave hours used, but his/her leave balances indicate insufficient hours, the system must automatically convert the leave used to another authorized paid leave type or to leave without pay (based on established conversion sequence) with (3) warning message that leave will be converted.	Gap	Modification		
TL13	005	Time, Labor, & Leave A	TL Entry	System must provide for both exception and positive time reporting as follows: (1) be capable of ensuring that all timesheet entry is completed and (2) all required approvals have been received before payroll calculations are performed, and (3) should ensure that no changes are made to a month's timesheets once said month has been closed for time reporting purposes. (4) Required changes after month-end time closing will be completed through documented adjustments.	Gap	Modification		
TL17	000	Time, Labor, & Leave A	TL Entry	Provide ability to optionally default current month's timesheet from prior month's recorded time entries.	Gap	Workaround		
TL18	000	Time, Labor, & Leave A	Workflow	Provide ability to record electronic signatures for employee and supervisor as part of workflow management process.	Gap	BPR		

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TL18	260	Time, Labor, & Leave A	Workflow	Should include electronic routing/certification to appropriate signature authorities.	Modified Gap	BPR	TL18 000
TL19	000	Time, Labor, & Leave A	Misc Time & Labor	Provide ability to compare time information recorded in the System to time information recorded in the agency's morning report.	Gap	Eliminated	
TL21	000	Time, Labor, & Leave A	TL Entry	Provide a pop-up wizard to guide an employee in properly entering a specific time event (instructions for entering Good Friday time off).	Gap	Eliminated	
TL26	266	Time, Labor, & Leave A	Misc Time & Labor	System should reflect TDHS leave policies.	Gap	Eliminated	
TL26	267	Time, Labor, & Leave A	Leave Accruals	The system needs to "flag" employees who are on leave at the beginning of a month and show the accrued leave as not being available to use until the employee returns to work.	Modified Gap	Modification	TL26.1 001
TL26	272	Time, Labor, & Leave A	TL TRC's	Extended Sick Leave, second block - The system should allow for the establishment of varying levels of eligibility for extended sick leave hours for employees based on agency defined criteria (e.g., length of service equates to different levels of extended sick leave eligibility, etc.)	Gap	Workaround	
TL26	275	Time, Labor, & Leave A	TL Rules	An edit should be put into the system to ensure sick and vacation/annual leave types are used prior to unpaid leave being used. With the ability to override the edit in the case of parental being used for the purpose of birth of a child, adoption or placement of a child for foster care where the child or mother of the child is not under the care of a physician for illness or injury.	Gap	Workaround	

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TL26.1	001	Time, Labor, & Leave A	Leave Accruals	<p>Annual Leave - Full-time employees begin earning Annual Leave immediately upon employment. accrue Annual Leave at the accrual rate appropriate for their level of State service and edit for proper fiscal year carryover amounts.</p> <p>TL26/267 The system needs to "flag" employees who are on leave at the beginning of a month and show the accrued leave as not being available to use until the employee returns to work.</p> <p>TL26.1/002 Part-time employees earn a prorated amount of Annual Leave and their maximum carryover is also prorated.</p> <p>TL26.1/004 An employee cannot use his/her Annual Leave until he/she has completed 6 months of continuous employment with the State.</p> <p>TL26.1/005 When posting Annual Leave used on the first working day of the month, verify that the previous month had a balance greater than or equal to the number of Annual Leave hours being requested.</p> <p>TL26.1/200 Part-time employees earn a prorated amount of Sick Leave and their maximum carryover is also prorated.</p> <p>TL26.2/001 Sick Leave - Employees begin earning Sick Leave immediately upon employment. accrue Sick Leave at the accrual rate of 8 hours per month for full-time employees. Part-time employees earn a prorated amount of Sick Leave.</p> <p>TL26.2/008 When posting Sick Leave used on the first working day of the month, System should verify that the previous month had a balance greater than or equal to the number of Sick Leave hours being requested.</p> <p>TL27/000 Provide ability to suspend the accrual of both Annual and Sick Leave based on the existence of certain conditions (employee on leave without pay). In such instances, the employee will not be credited with accrued leave earned until he/she works their first day of the next month.</p> <p>TL31/335 Terminating employees may remain on payroll after last day worked, but not entitled to accrue or use sick leave.</p> <p>TL41/000 Provide optional ability to flag employees for which leave is not to be accrued (employees on Leave Without Pay).</p> <p>TL88/404 The system should maintain the formula shown below for calculating balances for annual leave, sick leave, over time leave. Other types of leave will be tracked when they are used.</p> <p>TL88/405 Beginning Leave Balance</p>	Gap	Modification	

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				TL88/406 + Earned/Accrued Leave TL88/407 + Leave Transferred In TL88/408 - Leave Used TL88/409 - Leave Transferred Out TL88/410 - Leave Paid TL88/411 - Leave Lost/Converted TL88/412 +/- Leave Corrections TL88/413 Equals Ending Leave Balance PM07/449 Leave accruals are based on length of state service at the first of the month. This implies that whatever option is chosen for leave accruals, the accruals have to be updated as of the first of the month or a method has to be available to determine state service as of the first of the month.			
TL26.1	002	Time, Labor, & Leave A	Leave Accruals	Part-time employees earn a prorated amount of Annual Leave and their maximum carryover is also prorated.	Modified Gap	Modification	TL26.1 001
TL26.1	004	Time, Labor, & Leave A	Leave Accruals	An employee cannot use his/her Annual Leave until he/she has completed 6 months of continuous employment with the State.	Modified Gap	Modification	TL26.1 001
TL26.1	005	Time, Labor, & Leave A	Leave Accruals	When posting Annual Leave used on the first working day of the month, verify that the previous month had a balance greater than or equal to the number of Annual Leave hours being requested.	Modified Gap	Modification	TL26.1 001
TL26.1	200	Time, Labor, & Leave A	Leave Accruals	Part-time employees earn a prorated amount of Sick Leave and their maximum carryover is also prorated.	Modified Gap	Modification	TL26.1 001
TL26.2	001	Time, Labor, & Leave A	Leave Accruals	Sick Leave - Employees begin earning Sick Leave immediately upon employment. accrue Sick Leave at the accrual rate of 8 hours per month for full-time employees. Part-time employees earn a prorated amount of Sick Leave.	Modified Gap	Modification	TL26.1 001
TL26.2	003	Time, Labor, & Leave A	TL FY Roll	Leave Balances are rolled over in PeopleSoft at the end of a calendar year. State of Texas rolls leave balances at the end of a fiscal year. Annual Leave hours in excess of the maximum allowable carryover left at the end of a fiscal year will be credited to the employee's Sick Leave balance as of the first day of the next fiscal year. There is not limit to the amount of Sick Leave an employee may accrue.	Gap	Modification	
TL26.2	008	Time, Labor, & Leave A	Leave Accruals	When posting Sick Leave used on the first working day of the month, System should verify that the previous month had a balance greater than or equal to the number of Sick Leave hours being requested.	Modified Gap	Modification	TL26.1 001
TL26.2	287	Time, Labor, & Leave A	TL TRC's	An employee that does not use Sick Leave (delete and Leave Without Pay) for 6 consecutive full calendar months is awarded 8 hours of Emergency Leave to use as a Sick Leave Bonus Day.	Gap	Workaround	
TL26.2	288	Time, Labor, & Leave A	TL TRC's	An employee may convert unused Sick Leave and Annual Leave into retirement service in order to qualify for retirement at the rate of one month of service credit for each 160 hours of accumulated Sick Leave and one month for each fraction of days or hours remaining after division of the total hours of accumulated Sick Leave by 160.	Gap	Modification	
TL26.3	002	Time, Labor, & Leave A	TL TRC's	Edit to ensure that employee has a minimum of two years continuous State service.	Modified Gap	Workaround	TL26 272
TL26.3	003	Time, Labor, & Leave A	TL TRC's	Edit to ensure that employee has exhausted all appropriate paid leave.	Modified Gap	Workaround	TL26 272

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TL26.3	299	Time, Labor, & Leave A	TL TRC's	The edit should include other eligibility criteria.	Modified Gap	Workaround	TL26 272
TL26.4	301	Time, Labor, & Leave A	Holidays	Substitution for an Optional Holiday must be completed within the same fiscal year. (Refer to Holiday Table).	Gap	Workaround	
TL26.4	302	Time, Labor, & Leave A	Holidays	System should provide that when an employee is suspended for client abuse, neglect or exploitation the employee is not compensated for the holiday, even if the employee is on paid leave status immediately before and after the holiday.	Gap	Workaround	
TL26.5	004	Payroll Administration	TL/PR Integration	FLSA Overtime: A non-exempt employee that works more than 40 hours in one week: accumulates FLSA overtime at 1 ½ rate. The employee must be paid for any accumulated hours in excess of 240 (160 hours worked). Upon termination, the employee must be paid for any unused FLSA overtime. For banked overtime, payroll calculation needs to consider state-mandated rules for calculating overtime rate.	Gap	Modification	
TL26.5	008	Time, Labor, & Leave A	Compensatory Time	In addition to maintaining balances, the System must maintain year-to-date accumulators for compensatory time earned, and compensatory time used.	Gap	Modification	
TL26.8	331	Time, Labor, & Leave A	Edits	Any employee may be granted a leave of absence without pay for a period of one calendar month or more. Must edit that all appropriate leave balances are zero.	Gap	Workaround	
TL26.9	002	Time, Labor, & Leave A	TL TRC's	Total amount of administrative leave that may be awarded to an employee cannot exceed 32 hours in the fiscal year.	Gap	Workaround	
TL27	000	Time, Labor, & Leave A	Leave Accruals	Provide ability to suspend the accrual of both Annual and Sick Leave based on the existence of certain conditions (employee on leave without pay). In such instances, the employee will not be credited with accrued leave earned until he/she works their first day of the next month.	Modified Gap	Modification	TL26.1 001
TL28	000	Time, Labor, & Leave A	Sick Leave Pool	Provide ability to establish and maintain a Sick Leave Pool whereby employees can voluntarily donate a specific amount of their Sick Leave to the pool each fiscal year. In the event of catastrophic illness an employee may then be awarded Sick Leave from the pool. Provide ability to record and maintain an audit trail of all transactions associated with the pool and maintain pool balances.	Gap	Modification	
TL31	000	Payroll Administration	TL/PR Integration	(1) Provide ability to allow terminating employees to run out their leave balances, to (2) receive a lump sum payment for their remaining leave 30 days after termination, or to (3) transfer leave balances to another State agency.	Gap	Modification	
TL31	335	Time, Labor, & Leave A	Leave Accruals	Terminating employees may remain on payroll after last day worked, but not entitled to accrue or use sick leave.	Modified Gap	Modification	TL26.1 001
TL33	000	Time, Labor, & Leave A	TL Entry	Provide self-service applet to allow employees to review their leave balances (including leave subject to lapse) and request time off through the use of an industry-standard web browser.	Gap	Modification	
TL35	000	Time, Labor, & Leave A	Labor Distribution	Integrated with the General Accounting module to provide hours charged to various projects, grants, programs, organizations, and funds for labor distribution purposes. associate leave used to the account coding distribution actually accrued, and charge accordingly.	Modified Gap	Modification	PA51 001

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TL36	000	Time, Labor, & Leave A	TL Approvals	Provide for user-defined levels of electronic approval for timesheet authorization.	Gap	Modification		
TL36	336	Time, Labor, & Leave A	TL Approvals	Add: The system will support an electronic approval/certification for all time and leave submittals. Before any time and leave data is posted to the employee's master time and leave record the system will insure the supervisor and when applicable and the HRS representative and/or another administrative staff have approved the submittal.	Modified Gap	BPR	TL36	000
TL41	000	Time, Labor, & Leave A	Leave Accruals	Provide optional ability to flag employees for which leave is not to be accrued (employees on Leave Without Pay).	Modified Gap	Modification	TL26.1	001
TL42	343	Time, Labor, & Leave A	Misc Time & Labor	Include a "flag" for employees who are running out their leave and remaining on the payroll following a resignation submission.	Gap	Workaround		
TL43	344	Time, Labor, & Leave A	TL/PR Integration	The payment of overtime balances should be optional. An edit should prompt Human Resources to determine if the transferring employee should be paid any existing overtime leave balances based on agency defined criteria.	Modified Gap	Workaround	TL100	237
TL44	000	Time, Labor, & Leave A	TL FY Roll	Provide ability to automatically clear leave usage accumulators at fiscal year-end.	Modified Gap	Modification	TL26.2	003
TL48	347	Time, Labor, & Leave A	Misc Time & Labor	The system will be accessible through the Intranet but not through the Internet.	Gap	Eliminated		
TL61	365	Security	Security	The system will allow regional HR support staff to access all function in the system, for all types of employees in their region or for state office staff housed in their regions. The system will keep an audit trail of the functions performed during these accesses. The system will require that comments be entered with each transaction of this type explaining the necessity for this intervention.	Gap	Eliminated		
TL62	366	Security	Security	The system will allow state office HR support staff to access all functions in the system, for all types of employees in every region. The system will keep an audit trail of the functions performed during these accesses. The system will require that comments be entered with each transaction of this type explaining the necessity for this intervention.	Gap	Eliminated		
TL65	369	Time, Labor, & Leave A	Archives	The system will support an off-line archival/purge process for the time and leave detail as well as any additional audit trails that are maintained.	Gap	Modification		
TL72	380	Time, Labor, & Leave A	Work Schedules	The system will not allow the creation of a Workweek Template that results in either overtime leave or compensatory leave.	Gap	Workaround		
TL74	382	Time, Labor, & Leave A	Work Schedules	When a supervisor is assigning or reassigning an employee's Workweek Template, the system will warn the supervisor if the (re)assignment will result in the employee working (or having worked) either more than 40 hours or less than 40 hours in the workweek. For part time employees, the system will use the employee's part time basis (percentage of full time hours) in determining the need for this warning.	Gap	Workaround		

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TL75	383	Time, Labor, & Leave A	Work Schedules	The assignment of a Workweek Template to an employee will include an effective date that may be in the future or in the past. On the effective date, this work schedule will become the standard workweek for that employee. When a past effective date is used the system will: examine all affected leave submittals and ensure that they comply with all business rules; and warn the supervisor if the new template will impact any leave balances.	Gap	Workaround	
TL78	386	Time, Labor, & Leave A	TL Rules	The system will enforce all of the rules pertaining to time & leave through a combination of on-line edits, appropriate routing of submittals and/or e-mail notifications.	Gap	Modification	
TL81	397	Time, Labor, & Leave A	Misc Time & Labor	The system will support leave encumbrances for each employee, for appropriate categories of leave. Employees will be able to encumber annual and sick against future accruals. An employee's request for future leave will increase the encumbrance for the type of leave requested for the corresponding month and year. The leave will be unencumbered once the leave is actually taken (i.e. the Request and Authorization for Leave is posted ¹ to the employee's time & leave master record). The supervisor (or designee) will have the ability to encumber the leave for an employee when the employee calls in requesting leave or leaves work unexpectedly. The system will generate a tickler (or reminder) for both the supervisor and the employee to remind them that a leave submittal is needed. The system will issue a warning if there is, (or in the case of future encumbrances, will be) an insufficient leave balance to cover the encumbrance (i.e. current leave balance + expected accrued leave - encumbrances < 0).	Gap	Eliminated	
TL84	400	Time, Labor, & Leave A	TL FY Roll	The system will support the fiscal year beginning September 1 and ending August 31.	Modified Gap	Modification	TL26.2 003
TL87	403	Time, Labor, & Leave A	Misc Time & Labor	The system will support storage of scanned and/or faxed document images. Anytime a work rule requires a secondary document (such as a physician's statement) to support a request, the supporting document(s) will be scanned (or faxed) and stored electronically in the employee's time & leave file. The scanned document must be associated with one or more specific leave episodes.	Gap	Eliminated	
TL88	404	Time, Labor, & Leave A	Leave Balances	The system should maintain the formula shown below for calculating balances for annual leave, sick leave, over time leave. Other types of leave will be tracked when they are used.	Modified Gap	Modification	TL26.1 001
TL88	405	Time, Labor, & Leave A	Leave Balances	Beginning Leave Balance	Modified Gap	Modification	TL26.1 001
TL88	406	Time, Labor, & Leave A	Leave Balances	+ Earned/Accrued Leave	Modified Gap	Modification	TL26.1 001
TL88	407	Time, Labor, & Leave A	Leave Balances	+ Leave Transferred In	Modified Gap	Modification	TL26.1 001
TL88	408	Time, Labor, & Leave A	Leave Balances	- Leave Used	Modified Gap	Modification	TL26.1 001
TL88	409	Time, Labor, & Leave A	Leave Balances	- Leave Transferred Out	Modified Gap	Modification	TL26.1 001
TL88	410	Time, Labor, & Leave A	Leave Balances	- Leave Paid	Modified Gap	Modification	TL26.1 001
TL88	411	Time, Labor, & Leave A	Leave Balances	- Leave Lost/Converted	Modified Gap	Modification	TL26.1 001
TL88	412	Time, Labor, & Leave A	Leave Balances	+/- Leave Corrections	Modified Gap	Modification	TL26.1 001

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TL88	413	Time, Labor, & Leave A	Leave Balances	equals Ending Leave Balance	Modified Gap	Modification	TL26.1 001
TL88	414	Time, Labor, & Leave A	Leave Balances	NOTE: Applicable the leave types.	Modified Gap	Eliminated	TL26.1 001
TL93	419	Time, Labor, & Leave A	Workflow	The system will provide options that an employee can select while completing a Request and Authorization for Leave. The options will allow an employee to determine whether to be notified via e-mail when a supervisor approves and/or disapproves that request.	Gap	Eliminated	
TL95	421	Time, Labor, & Leave A	Workflow	The system will generate a Request and Authorization for Leave for each encumbrance for the current period that has not already been associated with a Request and Authorization for Leave. It will allow the employee to change the details and will notify the supervisor during the approval process of any such changes. See Processes - Leave Requests for business rules related to completing the Request and Authorization for Leave.	Gap	Eliminated	
TL96	422	Time, Labor, & Leave A	Workflow	The system will allow the employee to review any Request and Authorization for Leave already in the system for the period covered and allows any necessary changes to be made. The system will notify the supervisor during the approval process of any changes made to Request and Authorization for Leave which has been approved (or disapproved) by the supervisor. See Processes - Leave Requests for business rules related to completing or changing the Request and Authorization for Leave.	Gap	Eliminated	
WM09	003	Workflow Management	Workflow	Reject the document and log reason(s) for disapproval. The then allow the reviewer to route the document back to the appropriate party for rework or cancel (with a default to the document's originator). Regardless of routing steps taken, originator must be notified of any changes made in the approval process.	Gap	Eliminated	
WM11	000	Workflow Management	Workflow	Workflow should Provide the ability to establish levels of "re-approval" for those documents rejected or routed for "rework".	Gap	Eliminated	
WM12	000	Workflow Management	Workflow	Workflow should Provide an electronic notepad for reviewers to draft notes related to the approval/rejection of documents. These notes must be automatically routed with the document to the next step in the approval process.	Gap	Eliminated	
WM14	000	Workflow Management	Workflow	Workflow must Provide online inquiry into the status and location of specific documents, including documents that have been archived (until purged). Provide a message that "document has been purged" when inquiring on purged documents. Inquiry capability should support the ability for authorized agency central administrative staff to inquire on documents that have not received all approvals in the programs.	Gap	Eliminated	
WM17	000	Workflow Management	Workflow	Workflow should Provide ability to "tag" a specific document for "priority" or "urgent" processing; such documents should follow different routing time controls.	Gap	Eliminated	

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